

# SAUSHEC Professionalism Expectations and Administrative Options Template

The following standards and actions are generated to provide an illustrative guide to inform Residents, Programs and the Graduate Medical Education Academic Action (GMEAC) Subcommittee and are non-binding. These recommendations are not to be construed as a substitute for UCMJ actions (when indicated) or to supersede the judgment of the SAUSHEC Program or the GMEAC in choosing alternative courses of action. Circumstances will and should be taken into consideration that could move to more or less significant actions.

**Key: Recommended Disciplinary Action**

O: Oral warning (with written memorandum temporarily filed in the training record)

PLR: Written warning (Program Level Remediation: non-adverse & removed upon completion of training)

AP/E: Academic Probation/ Possible extension (GMEAC adverse action – permanent part of training file)

T: Termination (GMEAC adverse action – permanent part of training file)

## Professional Expectations:

### Standards of Conduct and Performance for Graduate Medical Trainees:

STANDARD	Example of VIOLATION	1 <sup>st</sup> event	2 <sup>nd</sup> event	3 <sup>rd</sup> event	4 <sup>th</sup> event
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#### Performance

1.1 Perform assigned tasks safely and competently to maximize patient health and safety, in accordance with performance expectations	1.1a Fail to perform task (s) adequately as requested, either because of unwillingness to perform the task or carelessness in carrying out the assignment	O	PLR	AP/E	T
1.2 Demonstrate commitment to excellence and to continuous learning, improvement, and professional development	1.2a Being in an unfit condition to perform the duties of the job, including working under (or suspected of working under) the influence of alcohol	AP/E	T		

#### Compliance with Policies and Procedures

2.1 Understand and comply with all SAUSHEC, hospital, or affiliated premises, policies, and procedures, i.e., clinical administrative, and safety policies	2.1a Fail to complete required hospital, service or program required training modules.	O	PLR	AP/E	T
	2.1b Fail to complete required HIPAA/confidentially training	PLR	AP/E	T	
	2.1c Fail to maintain current BLS, ACLS, PALS, NRP, etc., as required by department/ program	O	AP/E	T	

## SAUSHEC Professionalism Expectations/Actions

	2.1d Engage in "moonlighting" activities	<b>T</b>			
	2.1f Fail to have required immunizations	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
	2.1g Fail to comply with organization social network policy	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
2.2 Comply with all federal, state, military service and accreditation standards regulating the provision of professional services	2.2a Fail to maintain a valid medial license.	<b>AP/E</b>	<b>T</b>		
	2.2b Conduct any activity that violates federal or state standards regulating the provision of professional services, or violates regulations affecting continued licensure, commissioning, or certification in a profession	<b>T</b>			
	2.2c Commit boundary violations and/or have sexual relationships with patients	<b>T</b>			
	2.2d Self-prescribe or prescribe for family members, in violation of policies of the military service, institutional or licensing medical board	<b>O</b>	<b>AP/E</b>	<b>T</b>	
2.3 Maintain duty hours in compliance with institutional, ACGME, and RRC policies	2.3a Choosing to work in excess of 80 hours per week averaged over 4-week period; work in excess of call more frequently than 1 night in 3 averaged over a 4-week period; fail to take one 24-hour period in 7 days away from the hospital averaged over a 4-week period	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
2.4 Protect confidentiality of sensitive information. Such information should not be repeated, discussed, or removed from the work area, except for legitimate and authorized work reasons	2.4a Use another's computer sign-on or computer access code or provide the use of an individual's sign-on code .	<b>AP/E</b>	<b>T</b>		
	2.4b Behave in a way that compromises another's safety or privacy, or discloses confidential institution information, including the access of medical records from curiosity rather than for participation in a patient's medical care, or a designated QI, or an educational function	<b>AP/E</b>	<b>T</b>		
2.5 Demonstrate honesty and integrity	2.5a Falsify university, hospital, or affiliated records, including the intentional failure to record time or medical records accurately	<b>AP/E</b>	<b>T</b>		

## SAUSHEC Professionalism Expectations/Actions

	2.5b Fail to demonstrate commitment to ethical principles	<b>AP/E</b>	<b>T</b>		
	2.5c Fail to follow DoD guidance on acceptance of gifts from industry and/or appropriately disclose relationship/gifts from industry, , to avoid real or perceived undue influence	<b>PLR</b>	<b>AP/E</b>	<b>T</b>	

### Availability for Work

3.1 Attend work as assigned; arrive on time fully prepared to begin work; remain throughout the work period until work is completed (patients seen, notes written or dictated, messages completed); request authorization for time away from work according to established procedures, if there is a need to leave the workplace	3.1a Violate service, SAUSHEC or military service policies involving absence from duty, to include sick, convalescent or regular leave. This includes the failure to report to work or leave work before conclusion of the work period; absences may render a resident unable to complete a program within the training contract and may result in a trainee being extended in training, depending on specific rules of the relevant RRC or board	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
3.2 Notify the supervisor well in advance of any unscheduled absence in accordance with SAUSHEC/Program guidelines	3.2a Fail to inform supervisor when leaving duty or fail to report back	<b>PLR</b>	<b>AP/E</b>	<b>T</b>	
3.3 Arrange coverage for patient follow-up when absent	3.3a Fail to arrange patient coverage when absent	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
3.4 Answer pages and respond to emails in a timely fashion	3.4a Fail to respond to pages or Department/program leadership email promptly when on duty and on call	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
	3.4b Fail to use available systems to designate vacations, time away, etc.	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>

### Teamwork & Workplace Behavior

4.1 Communicate effectively and demonstrate caring and respectful behaviors when interacting with patients, families, staff and colleagues; work collaboratively with all co-workers, including those from other disciplines, to provide patient-focused care	4.1a Use inappropriate behavior and/or profane, abusive, or loud/boisterous language toward patients, families, staff, supervisor, or co-workers	<b>PLR</b>	<b>AP/E</b>	<b>T</b>	
	4.1b Threaten or endanger any person's life or health, deliberately or through carelessness	<b>AP/E</b>	<b>T</b>		

## SAUSHEC Professionalism Expectations/Actions

4.2 Demonstrate respect and courtesy towards fellow staff members, faculty, students, patients and visitors; demonstrate sensitivity and responsiveness to patients and co-workers' with regard to culture, age, gender, and/or disabilities	4.2a Inappropriate interaction with anyone on institution or affiliated premises, including patients, their families, students, visitors, or other employees	<b>PLR</b>	<b>AP/E</b>	<b>T</b>	
	4.2b Violate another's privacy or dignity including sexual harassment or insensitivity to culture, age, gender and/or disabilities	<b>AP/E</b>	<b>T</b>		
	4.2c Have a sexual relationship with anyone with whom one has supervisory or educational evaluative responsibilities	<b>AP/E</b>	<b>T</b>		
4.3 Be productive and use all available time to accomplish expected work task; accomplish personal business outside of work times and /or in scheduled time-off	4.3a Fail to complete work assignments in a timely fashion; allow personal activities to interfere with professional responsibilities	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
4.4 Facilitate learning of students and other health professionals	4.4a Fail to treat others with dignity and respect, or to maintain appropriate relationships that are conducive to equitable, balanced evaluations	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
4.5 Dress for work according to the services & institutions's workplace attire guidelines, including the appropriate display of any required identification badge	4.5a Fail to conform to service and/or institutions uniform or dress-code policy, including the wearing of identification badges	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
4.6 Give, accept, and ask for balanced feedback on a regular basis	4.6a Fail to acknowledge requests for feedback	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>

### Work Requests & Assignments

5.1 Complete all medical records in a timely fashion	5.1a Fail to complete medical records within institution/program designated time frame	<b>O</b>	<b>PLR</b>	<b>AP/E</b>	<b>T</b>
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### Safety & Respect

6.1 Respect and safeguard the property of others and the institution. Use hospital property only for legitimate work purposes (email, facsimile machines, computers, copiers, cell phones, tools, vehicles and other work-related equipment)	6.1 Violate institutions policy regarding use of hospital computers to send personal email or conduct personal business; duplicate personal documents on institutions copy machines	<b>O</b>	<b>AP/E</b>	<b>T</b>	
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## SAUSHEC Professionalism Expectations/Actions

6.2 Report immediately any accident on university, hospital, or affiliated premises involving an on-the-job injury or property damage	6.2a Fail to report the abuse of hospital equipment by someone else	<b>PLR</b>	<b>AP/E</b>	<b>T</b>	
6.3 Obey and abide by all civil, state, and federal laws and service-specific regulations	6.3a Convicted of a crime on institution or affiliated premises such as theft or unauthorized removal of or willful damage to property	<b>T</b>			
	6.3b Have unauthorized possession of alcohol, weapons, explosives, or any possession of illegal drugs	<b>T</b>			
	6.3c Commit a work-related crime while off duty	<b>T</b>			